

Terms of Reference Technical Assistant

Project :

Initial Assistance to Enable Trinidad and Tobago to fulfill its obligations under the Stockholm Convention on Persistent Organic Pollutants (POPs)

Post Level

SSA

Languages Required

English

Expected Duration of Assignment

24 months

Background

Trinidad and Tobago has shown important progress in different parameters that are key for sustainable development. However, the country still faces great challenges in terms of environmental and health protection from risks derived from waste and environmental pollution generation and the pressures on natural resources from different productive and social activities.

At present, the main challenge for Trinidad and Tobago with POPs is related to the existence of some stocks of pesticides and PCBs that require proper inventory, storage and/or the economic resources to effectively dispose of them. The magnitude of the problem needs to be defined as well as the actions required to address their negative impact.

The Government of Trinidad and Tobago (GORTT) is in receipt of funding provided through the United Nations Development Programme – Global Environment Facility (UNDP/GEF) to implement a project that will enable Trinidad and Tobago to fulfill its obligations under the Stockholm Convention on Persistent Organic Pollutants. The project is expected to be implemented over a period of two years.

The UNDP, acting on behalf of the GORTT, is seeking a suitably qualified national of Trinidad and Tobago for the position of Technical Assistant (TA) – POPs National Implementation Programme, on contract for a period of two years. The position is responsible for the administrative management of the project and the provision of technical assistance as required. The TA will report directly to the Project Manager.

Functional/ Key Tasks

The TA will assist the Project Manager in the management of day-to-day activities and will participate in project implementation.

The position will have the following responsibilities:

- participate in day-to day activities relating to project implementation and provide administrative assistance to the Project Manager and technical assistance as required
- be responsible for daily communication with project partners and for daily tasks that do not require Project Manager participation
- participate in each Project Team meeting and Project Steering Committee meeting and prepare and distribute the minutes of the meeting
- be responsible for maintaining the appropriate day-to-day records referring to the project implementation.
- assist the Project Manager in the auditing of the project and meeting monitoring and financial reporting requirements of the project

Competencies

Computer skills

Above average computer skills with an excellent working knowledge of Microsoft Word, Power Point and Excel and the Microsoft suite of project management software.

Teamwork

Works effectively in cross-functional teams, as well as through networks of diverse and dispersed people.

Communication

Strong oral and written communication skills. Good listener and responsive to the opinions of others.

Building Partnerships

Speaks confidently and exercises diplomacy in dealing with governments, UN system and national partners.

Respect for Diversity

Commitment to UN's core values; respects individual, gender and cultural differences in dealing with others.

Required Skills and Experience

- Experience in administrative and financial aspects of project management.
- First Degree or equivalent qualifications in Accounting, Finance or Business Administration with some training in environmental sciences or chemistry.
- Familiar with relevant legal regulations.
- Working knowledge of Microsoft suite of productivity tools and with Peachtree Accounting software.
- Experience in work in international or foreign assistant development programs.
- Good interpersonal relations.

- Good spoken and written English.

Results /Expected Output:

- Accurate day to day monitoring and financial records of project maintained
- Effective communication with project partners conducted
- Comprehensive meeting records maintained

Duty Station

The Technical Assistant will be stationed at the Ministry of Housing and the Environment, Port of Spain, Trinidad and Tobago for the duration of the project.

Supervision

The Technical Assistant will report directly to the Project Manager